



PANEL COORDINATOR PARTICIPATION AGREEMENT
SCHOOL TURNAROUND AMERICORPS FY13 GRANT COMPETITION
BLENDED REVIEW

Review Dates: Mon, April 29 – Tues, May 14, 2013

Instructions

1. Read this agreement and print the last page.
2. To indicate agreement, sign and date the last page and return it to the Corporation for National and Community Service (CNCS) no later than Tuesday, April 30th, 2013.
3. Scan and e-mail a **signed** copy to PeerReviewers@CNS.gov, or fax the signed last page to (202) 606-3477 'ATTN: External Peer Review.'

This agreement is subject to the following Terms & Conditions:

1. If the terms of this agreement are not adhered to, CNCS reserves the right to modify the amount of the honorarium paid.
2. As a Panel Coordinator, you are not a federal employee of CNCS, and therefore are not entitled to workman's compensation benefits, unemployment insurance, or any other type of insurance or benefit normally provided to Federal employees. In addition, CNCS is not responsible for withholding Federal or State income taxes or Social Security from the honorarium paid. If you receive an honorarium for your participation: by January 31st, 2014, you will receive a Form 1099 to report fees paid for IRS tax purposes.
3. By signing this agreement and agreeing to participate in the review of applications, you are providing consent to CNCS to disclose your name, completed review forms, or portions of your completed review forms to applicants and the public after grant announcements are made. As a matter of policy and to the extent allowed by law, CNCS removes the names of Review Participants prior to releasing review forms and comments to applicants and the public.
4. By signing this agreement, you, as a Panel Coordinator are committing to the following review schedule. All orientation and training sessions are **mandatory**:

Schedule	Date Due
Download Conflict of Interest (COI) form and Participation Agreement (PA), review the School Turnaround AmeriCorps FY13 Review Handbook, and Orientation Sessions	Preparation materials available through the Reviewer Resource Webpage beginning Tues, April 23 rd . Core Orientation Sessions are Pre-recorded
Receive panel assignments, download applications from eGrants, review all applications for COI	Available beginning Mon, April 29 th
Listen to Panel Coordinator Orientations	PC Orientation I: Available Tues, April 23 rd (Pre-recorded); PC Post-Orientation: Wed, April 24 th 1:00p ET (this is a <i>Live</i> call; will be recorded if you are unable to attend at that time)
Panel Introduction Call – coordinate with Panel members (approx. 45 mins)	Mon, April 29 th ; exact call time determined by each panel
Submit COI Statement and Participation Agreement	No later than Tues, April 30 th
Panel Discussion Calls (estimated 2-3 calls)	Call schedule determined by each panel
Review and Provide feedback on Reviewer IRFs	Rolling deadlines, 2 Sets

Schedule	Date Due
Panel Coordinator Check-In Call I (w/CNCS staff)	Wed, May 1 st at 1:00 p.m. ET
Panel Coordinator Check-In Call II (w/CNCS staff)	Tues, May 7 th at 1:00 p.m. ET
Panel Coordinator Check-In Call III (w/CNCS staff)	Mon, May 13 th at 1:00 p.m. ET
Perform consistent Quality Assurance checks on all work products for your panel to ensure accuracy, and high-quality in the final review products Complete Review Check-Out Process	All review materials must be finalized and submitted to CNCS no later than Tuesday, May 14 th , 2013. Tues, May 14, 2013

Panel Coordinator Overview

As Panel Coordinator (PC), you will carry out your duties and responsibilities under the direction of CNCS Staff and a Grants Application Review Process (GARP) Liaison. All work must be completed in accordance with published CNCS guidelines and the School Turnaround AmeriCorps Blended Review Handbook.

PCs are the first source of information for both the Reviewers and CNCS Staff regarding panel issues. PCs will manage panels of up to three Reviewers who will assess and rate 8-10 applications. Panelists should be guided to assess the quality of each application based on the specific Selection Criteria that has been provided and should reflect each Reviewer's knowledge and understanding of the subject area.

As a **Panel Coordinator** you will be expected to:

- ◆ Act as the primary liaison between Reviewers and CNCS Staff to implement CNCS guidance.
- ◆ Monitor and facilitate panel progress to guide Reviewers to meet deadlines;
- ◆ Complete all Orientations and training requirements;
- ◆ Serve as an **impartial and objective** panel lead on the applications for all activities in the Review;
- ◆ Read each application assigned to the panel;
- ◆ Provide constructive feedback on Reviewers' assessments to enhance writing standards;
- ◆ Ensure Reviewers appropriately evaluate Selection Criteria, and follow the Review procedures;
- ◆ Lead and facilitate Panel Discussion Calls to ensure sufficient and appropriate discussion;
 - Ensure that Reviewers revisit the discussion of applications identified for Mid-Review Quality Control;
- ◆ Provide a quality assurance check on all final products to meet CNCS standards;
- ◆ Complete evaluations on Reviewer performance at the close of the Review;
- ◆ Maintain the confidentiality of applicants and Review Participants related to this review in a manner consistent with the Confidentiality and COI Form;
- ◆ Check for possible COI upon receipt of panel assignment and applications and notify the GARP Liaison immediately if any conflicts exist for you or panelists;
- ◆ Coordinate and ensure responsiveness with appropriate CNCS staff at given junctures;
- ◆ Communicate by email with clarity and regularity to keep panelists engaged and informed;
- ◆ Provide feedback and guidance on the appropriate structure and content of the Reviewers' writing;
- ◆ Facilitate panel phone discussions for the respective grant applications;
- ◆ Complete reports, and keep CNCS staff informed on the results and progress of the panel;
- ◆ Participate in the Panel Coordinator Check-Ins (three 20-min calls) to receive updates and timely guidance to remind panel members throughout the review; and
- ◆ Complete all review duties to the specifications and standards set by CNCS and covered in training and review materials. The payment of honoraria and consideration for future opportunities for participation are subject to the completion of all review duties in accordance with these specifications and standards.



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PANEL COORDINATOR

Instructions

Please print, **sign**, and return this page to the Corporation for National and Community Service (CNCS) via Fax to (202)606-3477 'ATTN: External Peer Review' or scan and e-mail to PeerReviewers@CNS.gov.

The following parties accept and agree to the specified Terms & Conditions of the Participation Agreement (PA)

Name (printed):

Signature:

Date (mm/dd/yyyy):

Organization and Affiliation:

By signing this agreement to serve as a Panel Coordinator, I consent to and understand that my name may be made public and that completed review forms or portions thereof may be disclosed after grant award announcements are made; and that to the extent allowed by law, my name will not be linked to specific applications or review forms.

Payment Amount: \$1200.00

☐ Check this box if you are ineligible (or declining) to receive payment.

(Federal employees that serve as Reviewers are not eligible to receive payment.)

For CNCS Use

Period of Performance:

Mon, April 29 – Tues, May 14, 2013

Office of Grants Policy and Operations, Review Administrator:

Printed Name: Femi Estrada-Petersen

Signature:

Date:

(Certifies all requirements for this review have been met by the Panel Coordinator).

Office of the Chief Financial Officer, Executive Officer:

Printed Name: Stephen Elias *or designee*

Signature:

Date:

(Attests the funds are certified).